

CADRE

DITY MOVE

CHECKLIST

DITY CHECKLIST AND CERTIFICATION OF EXPENSES

Name: _____

SSN: _____

- _____ 2 Original DD 2278
- _____ 1 Original DD 1351-2 with legible address, dates and member signature
- _____ 2 Certified original empty weight ticket with name, SSN, signature of weight master
- _____ 2 Certified loaded original weight ticket with name, SSN, signature of weight master
- _____ 1 Dity Checklist with claimable amounts, name, SSN, dates and member signature (legible)
- _____ 1 Copy of rental contract
- _____ 1 Copy of moving equipment receipt
- _____ 1 Original weight receipts
- _____ 1 Payment voucher for advance operating allowance
- _____ 1 Copy of registration(s) for POV(s), boats(s), or trailer(s), if applicable
- _____ 2 Copy of orders with endorsements or amendments

- ***** Be sure name and SSN are on all documents
 - ***** Be sure all documents are dated properly
 - ***** Be sure all documents requiring signature of member are signed
 - ***** Be sure to keep a copy of everything turned in for payment
- It is suggested that you send your paper work - "Return Receipt Requested" for mail-ins

NOTE: Expenses reimbursable are payments to rental companies for rental vehicles, packing materials, moving equipment such as a hand truck and furniture pads, gas, oil, tolls and weighing expenses. Expenses not claimable include, but are not limited to: tow dollies, tow bars, auto transporters, insurance, sales tax, meals and lodging.

EXPENSES CLAIMED MUST BE SUPPORTED BY EXPENSE RECEIPTS AND RENTAL CONTRACTS

	Claimed	Paid
Rental Vehicle Expense:	\$ _____	\$ _____
Gas, Tolls & Weighing Fees:	_____	_____
Moving Equipment:	_____	_____
Other Expenses:	_____	_____
_____	_____	_____
_____	_____	_____
Total Moving Expenses Claimed:	_____	_____

I certify the above amounts have been incurred as expenses on my Dity Move

From: _____

To: _____

PRIVACY ACT STATEMENT

Authority: U.S. C. 5701-5742, 37 U.S.C 404-427, and E.O.9297. Principle purpose: Used for reviewing, approving, accounting, and disbursing for official travel: SSN is used to maintain a numerical identification system for individual claims and to report income to Internal Revenue Service. Routine uses: To substantiate claims for incentive payments for movement of household goods. Disclosure: Voluntary failure to furnish information requested may result in partial or total denial of claim and/ or improper tax application. Note: Expenses certified on this statement reduce taxable income reported on form W-2 and may not be claimed again as moving expenses. Federal Tax withholding will be 28% of incentive payment (Entitlement minus expenses).

I understand the penalty for willfully making a false statement of claim is a maximum fine of \$10,000.00, maximum imprisonment of five years, or both (U.S.C., Title 18, Section 287).

Signature

Date